PCARSS Working Team Meeting Minutes - West
For Meeting conducted 5/27/99

<u>**HEADER NOTES:**</u>
__Next Meeting__ is 7-22-99 at 9:00 am PDT
Attendance is either on-site or via conference call
Please Reserve in Advance with Margie Steven,
mjsteven@west.raytheon.com, 310-647-4905
Indicate whether you will be on-site or calling in
(Marge Cunningham (Salazar) thinks DCMC might have NSN resolved by then.)

Attachments included with this document:
ver6and95.doc, Mnotes.doc, Flatfile.doc

Attendees:

On-Site	Remote
James Price	Tom Emery
Marge Cunningham (Salazar)	Eric Fasset
Karen Anderson	Rich Culbertson
James Harris	Mike Anderson
Shardell Wilkman	Steve Baranowski
Carol Reed	Jerry Hall
Lourdes Antrim	Mike Stein
Marjorie Jury	Pete Stark
Karen Hillblom	Terry Hargreaves
Harvey Janssen	Myra Forbyn
Melody Grant	Dennis Ellmore
Jenny Collins	Melody Pike
Eric Soe	Faye Heckman
W T Williams	
Sandra Cortez	
Chuck Konopka	
Jaunita Couch	
Veronica Thomas	
Keith Jarvis	
Rich Terrale	
Steve Vierra	
Erin Day	
Tom Gross	
Tan Moyer	
Elaine O'Donnell	
Barbara De Salvo - Facilitator	

1. Reviewed Minutes from previous meeting.

2. Rich Culbertson reviewed the Eastern PCARSS Team Meeting: (attached at ver6and95.doc)

    a. Janice Hawk statused Web Page and identified scope for Phase II.

    Site may be hosted at: http://www.dcmc.hq.dla.mil:8080/ref_info/pcarss

    b. Demo of flat file transfer went well.

3. Marge Salazar statused the team on current issues. (Marge's notes are attached at Mnotes.doc)

    a. Building teams of Experts

    i. have flat file team, can use more volunteers

    have contracted for support:

ECRC, Elect. Commerce Resource

Bob Chung, 818-662-9727

Chungb@ctc.com

Scheduled to do flat-file training, i.e. – Tucson, 2nd wk. June

    ii.   Need volunteers for firewall team (East).

           Myra Forbyn and Veronica Thomas Volunteered

    iii.   Government Side – PLCO Application resource

    iv.   Requested input on other teams that may need to be formed.

4. Sub team Reports:

    a.   **Flat File:**

        Team Lead, Erin Day-Vanderwarker's Notes are attached at Flatfile.doc

        Need the perfect number of digits or transaction will reject, also upper and lower case.

        PCARSS does not renumber; every one was cautioned to keep a record of Reference Numbers, especially if a case is withdrawn.

        Each Company will have a different experience with Flat-File, based on that Company's unique Property Management System and the Software Application used to generate the Flat-File for transfer.

        Downloads are simple if a file is first converted to a text format or into excel and then edited.

        Codes are in PCARSS Appendix

        Need Mfg. Code, not the sub-class; no PN on ADPE.

        Until fixed: Do not put NSN in the NSN field on Flat File – use the Line Item Description; the same with Part Number – use Line Item Description

        Tucson raised a question about security encryption; Marge stated that DCMC hadn't felt more was required since Netscape has encryption built in; she will validate this, however.

        It was agreed that this report was invaluable and suggested that Erin's Report be posted to the DCMC Web Page and used as a baseline for implementing a "Lesson's Learned" Knowledge base there.

    b.   **PCARSS Phase II:**

        Marge Salazar reported that they would like to have Contractors volunteer to participate.

        A look ahead at the potential plan:

    i.   Requirements Gathering, August, Columbus, OH, 2-3 days.

           Need 4-8 Contractors to address FFT and related issues

    ii.   Pre-Systems Tests. Desire to run 3-4 independent tests.

           Different Contractors will be needed for each test.

    iii.   Government Acceptance Test, Columbus, OH, 3 weeks.

> The system will be used over the period in a live environment as if really activated.

> iv.   Operations Test. The new version will be deployed.

> Expected Release Date for Phase II is one year from now.

5.   **New Business**

a.   **Response Time:** A new Router has been installed; therefore, response time should be better in June. If any Contractor still has problems, DCMC will work 1:1 with that contractor in order to get it corrected.

b.   **PCARSS Down Time:** A request was made for providing Notice of System Down Time and Status about recovery. Action referred to Mage/Janice.

c.   **NSN Look-up:** Still not fixed, Working on solution to "un-stick" a transaction that is "hung up." In the interim, they recommend placing the NSN in Line Item Description field. Also note that an updated status (solution?) may be available July 22.

d.   **Abandoned Items:** Contractors Lose Visibility: PLCO can still access the record, restore the record. Marge Salazar will investigate and report back at the next session.

e.   **Sales Information freezes PCARSS:** Will be researched.

f.   **Use "XXX" vs. "000" to conform with NASA:** Marge Salazar will report on this, a change is anticipated and will be worked into the revised One Book.

g.   **Differential in Speed, Government Access is considerably faster than Contractor:** To be reviewed.

h.   **Subcontractors, Hard Copy vs. Input:** Scenarios were requested; asked to include a scenario with each of small, medium, and large subcontractor.

i.   **Role of TCO vs. PLCO:** Marge Salazar will validate that the TCO is lead here; Contractors should include the Docket Number on their PCARSS entry.

j.   **Classified Property:** Still not part of PCARSS. Continue manual processing.

k.   **Help Desk Access being limited to Government Staff:** This should have been corrected. If not, let Marge or Katie know.

l.   **Plus/Delta:** Everyone felt the meeting had been positive and that progress was made. Many thanks to Marge Salazar, to our Sub-Teams and their Leaders – especially Erin Day Vander Warker, to Margie Stevens for organizing the room, notices, and reservations list, and to Barbara De Salvo for facilitating the working group.